



What Jobs are Available?

Many kinds of jobs are available for people who are out of work or who want to change jobs. Although you don't need formal education for many positions, you do need to know what your interests are and how you will get the job you want.

When you begin looking for work, you need to consider the location of the job, your skills, your work history and your interests.

Location: Most people find jobs close to where they live. Some jobs require you to move. If the job you want is far from where you live, consider whether it will pay enough for you to move to that area or commute to it every day.

Your skills: To come up with a list of your skills, think about all the kinds of jobs you have held in the past. You may have the skills for a particular job and not know it. For example, you may have fixed cars, worked in your garden or sold newspapers. You could list these experiences as work experiences on your applications for some jobs.

Your work history: Consider all of your work experiences—both paid and

unpaid. For example, you could list your experiences of working on your own car or for other people if a company needs workers with car repair experience.

Your interests: When you are looking for a job, consider also your own preferences. For example, if you like to work outside, you could apply for jobs such as gardener, landscaper, painter or construction laborer.

There are many types of occupations for you to consider:

- **Industrial jobs** involve working with objects. Examples: machinists, printers and assembly workers.
- **Office jobs** require good organizational skills. Examples: computer operators, secretaries, office assistants, mail clerks, file clerks, bank tellers and receptionists.
- **Service jobs** usually involve working with people. Examples: mail carriers, police officers, cooks, dishwashers, custodians, hotel clerks, firefighters, customer service representatives, restaurant wait staff and hotel cleaning staff.

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When you begin looking for work, consider the job location, your skills, your work history and your interests.

- **Educational jobs** require a higher education. Some examples: teachers, librarians, county Extension agents and teacher's aides.
- **Sales jobs** are for people who are interested in other people. Examples: clerks, sales representatives, travel agents, real estate agents, insurance sales representatives, funeral directors and self-employed business owners. Some of these jobs also require more than a high-school education.
- **Construction jobs** require that you be interested in building things and working with your hands. You also must be physically able to carry out the work. Examples are bricklayers, ironworkers, general laborers, glass workers, carpenters, painters and concrete finishers. Construction workers who work inside include cabinet makers, finish carpenters, carpet layers and drywall installers.
- **Transportation jobs** involve moving people or things to many places. You usually need a special license to drive a car or to be a truck driver, and you must be able to lift heavy objects. Examples are long-distance truck drivers, city and commercial bus drivers, drivers for moving companies, taxi drivers, school bus drivers and couriers.
- **Scientific and technical jobs** usually require higher education with degrees or special training, unless you want to assist in a lab and work with the equipment or clean it. You should be well organized and be able to work alone or with other people. Examples are engineers, chemists, technicians, geographers, computer software designers, computer maintenance technicians and data entry technicians.
- **Mechanics and repairmen** use their minds and hands to fix things. Sometimes they work with others; in some cases they work alone. You must be a self-starter, patient and courteous. Examples are people who repair air conditioners, automobiles, trucks, heavy equipment, small engines and small appliances.
- **Health jobs** involve helping the sick and disabled. You must be understanding and caring. You will need some higher education or technical training. Examples are nurses, nurse's aides, dental assistants, patient escorts, orderlies, physician's assistants, adult day care workers, assisted living technicians, sitters and dietitians.
- **Social service jobs** require that you be able to understand and work with people, especially the poor. These jobs require higher education. Examples are counselors, social workers and clergy.
- **Social scientists** study the way people act. This work requires higher education past high school. Examples are psychologists, political scientists, sociologists and historians.
- **Performing arts, design and communication jobs** are for people who are creative and imaginative. Examples are dancers, singers, architects, clothing designers, artists, radio announcers, disc jockeys, party entertainers and television actors.

- **Agriculture, forestry and fish -
ery jobs** provide us with food, fiber and construction materials. Examples are farmers, farm managers, soil scientists, foresters, commercial fishermen, lawn maintenance workers, nursery workers and landscape technicians.

Some of the jobs listed above require higher education, but others are assistant jobs that need less training.

After you have identified your interest, explore that particular area. To find out if you might like that type of work,

contact companies that offer those positions, as well as friends and relatives who work in these jobs. In some cases, you may be able to watch them do their jobs or they may be willing to tell you about their work.

If you are already working but not using your best abilities, think about other jobs and apply for them.

Once you land the job, you must work hard and be loyal to your company to be successful.

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